

## **Communications with Chambers for Case Related Matters**

The Court strongly prefers email communication with the case manager, Tara Villereal. Opposing counsel should be copied on any correspondence to the Court. If the parties are submitting a request to adjourn a date (e.g., to move the date or time of a hearing), the parties should first confer, and then send a single email, and include any agreed dates that work for all parties.

Please e-mail Ms. Villereal at: [Tara\\_Villereal@mied.uscourts.gov](mailto:Tara_Villereal@mied.uscourts.gov).